

Agenda Item Form

Agenda Date: 5/25/04

Districts Affected: City-wide

Dept. Head/Contact Information: Daryl W. Cole, Streets Director, 621-6750

Type of Agenda Item:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: N/A

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Kevin Elkins ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

We are submitting for City Council's consideration the Memorial Tree Program's Policies and Procedures, as per Ordinance No. 15627, adopted December 9, 2003.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

N/A

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A

CITY CLERK - GOVERNMENT
MAY 20 PM 2 13

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor and City Council approve the Memorial Tree Program Policies and Procedures (Attachment "A"), which program facilitates the acceptance and use of donations from the community for the planting and maintenance of memorial trees on city property.

Adopted this 25th day of May, 2004.

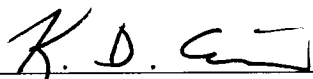
CITY OF EL PASO

ATTEST:

Joe Wardy, Mayor

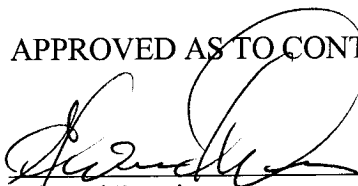
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



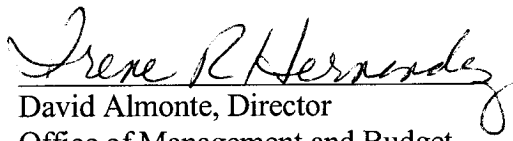
Kevin D. Elkins
Assistant City Attorney

APPROVED AS TO CONTENT:



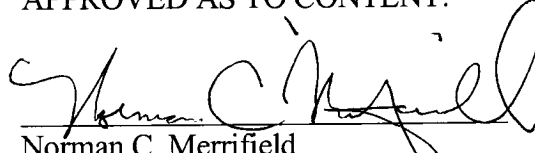
Edward Drusina
Deputy Chief Administrative Officer for
Municipal Services

APPROVED AS TO CONTENT:

for 

David Almonte, Director
Office of Management and Budget

APPROVED AS TO CONTENT:



Norman C. Merrifield
Parks and Recreation Director

ATTACHMENT "A"

Memorial Tree Program Policies and Procedures

The Memorial Tree Program provides a means to establish a living memorial to remember a loved one, or celebrate a special occasion such as a birth, graduation or other significant event. After receiving a contribution, City staff will plant and maintain the memorial trees in one of several community and neighborhood parks throughout the City, or in designated sites on public property. The Parks and Recreation Department and the Street Department for the City of El Paso will administer the Memorial Tree Program.

The Memorial Tree Program shall utilize a variety of trees from the City's Tree and Plant List that are native or adapted to our area and are disease resistant. All Trees shall be at least 1½" caliper and will be planted during the spring or fall when weather and soil temperatures are best suited for planting. The City will coordinate planting of all Memorial trees at previously selected sites.

The City of El Paso will maintain the tree throughout its life, unless it becomes a hazard, or must be removed for a project. The City of El Paso's Memorial Tree Program will guarantee memorial trees for one year from the date of planting. In order to preserve the natural beauty of our facilities, individual trees will not be marked or identified as part of this program at the tree site. However, invitations to the City sponsored Arbor Day Celebration will be mailed to the current year donors. The names of the donor and honoree will be read at the ceremony.

Upon receipt of a completed donation form and contribution, the Parks Department shall deposit the check with the City Cashier in a fund specifically created and designated as the Memorial Tree Fund. An account balance shall be maintained by the City's Parks and Recreation Department. The City's Parks and Recreation Department shall maintain a list of all contributors and contributions, and shall maintain records documenting that the donation request was fulfilled.

All funds raised for the Memorial Tree Program shall be used only for the purchase, planting, maintenance and replacement of trees planted on City property, and for other expenses necessary to promote and to administer the program. The program is established pursuant to the schedule attached as Exhibit 1, which may be revised by the Parks and Recreation Department to reflect changes in program costs.

EXHIBIT 1

DONOR LEVELS	LEVELS OF PARTICIPATION	COMMEMORATIONS
Seedling	\$50	Certificate for Program Support
Tree	\$175	Certificate and One 1 ½" Caliper Tree
Specimen Tree	\$300	Certificate and One 2" or Larger Caliper Tree
Grove	\$500 and Above	Three 1 ½" Caliper Trees and a Certificate for each Tree

Planting trees is important

Trees are major generators of pure
oxygen.

Trees reduce noise and increase
property values.

Trees aerate the soil and minimize flood
damage.

Trees add beauty and tranquility to our
lives.

Trees provide food and shelter to
wildlife.

Trees are essential to life on earth.

Trees purify ground water.

Your donation of a tree
does all this and more



City of El Paso Memorial Tree Program

Give the gift
That keeps on growing

Memorial TREES



“He who plants a tree
plants hope.”

Lucy Larcom

The City of El Paso invites you to participate in its **Memorial TREE** program.

Trees are one of nature's best gifts to mankind and the planting of trees has always symbolized peace, life, growth and hope for the future.

The gift of a tree is a unique way to celebrate, honor or memorialize a special individual, group or event, while adding a long-lasting aesthetic and environmental benefit to the entire community.

Contributing to this fund is a wonderful way to...**celebrate** a special occasion or to **honor** or **memorialize** an extraordinary person.

How it works

For your donation of...

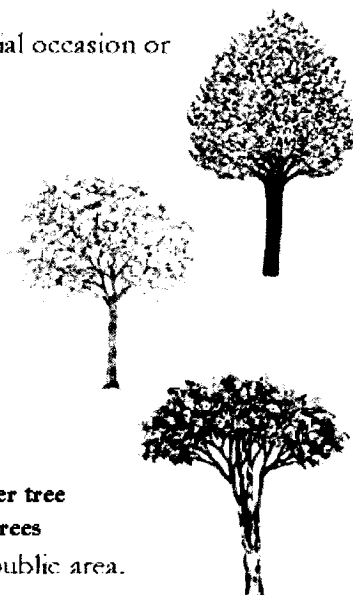
- * Seed Level - \$50 donation to Tree Fund
- * Tree Level - \$175 contribution per tree
- * Specimen Tree Level - \$300 contribution per tree
- * Grove Level - \$500 contribution per three trees

your tree(s) will be planted in a public park or other public area.

An acknowledgement letter is sent to you, the donor, and a certificate suitable for framing is sent to the honoree or their family.

Each year, new donations will be honored on our website (www.elpasotexas.gov) and the donors will receive invitations to Arbor Day celebrations.

A tree appropriate to the site will be selected from the City's approved tree and plant list



Yes, I want to participate in the City of El Paso Memorial TREE Program.

Donor Information

Name _____
Address _____
City _____ State _____ Zip _____
My Gift is in memory of, or in honor of _____
I would like the certificate to be Mailed to: _____
Name: _____
Address: _____
City _____ State _____ Zip _____
I would like my contribution to be anonymous. Yes / No

My Preferences

Tree: _____
Selected from the City Tree List Available at www.elpasotexas.gov
Region: _____
West/ Central/ Mission-Valley East/ Northeast Other _____
Preferences will be honored if possible _____
Questions or special requests, please call 915-541-4331

Donation Level

Seedling \$50 X _____
Tree \$175 X _____
Specimen Tree \$300 X _____
Grove \$500 X _____
Total \$ _____

Mail this form with payment to:
City of El Paso Memorial Tree
Program C/O Parks and Recreation
Department 6th floor
#2 Civic Center Plaza
El Paso, TX. 79901